EDUCATION & TRAINING TOOLKIT

NAME: _____ DIVISION: _____

SIGNATURE OF APPROVING AUTHORITY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

_____ SKILL SET (BLANK TEMPLATE C.0)

Date	Category	Criteria for evaluation	Skill met / evaluation date	Skill unmet / evaluation date	Resources to address learning needs	Date for skill to be met

HOW TO USE THIS TOOL:

The Skill Set Checklists are intended to be used as a guide for job functions at local health departments. Not all job functions were addressed in Tool C. Therefore, a blank template is provided for local health departments to individualize as needed for unique job functions. Additional boxes which are editable are provided at the end of each skill set to allow LHDs to add skills they require.

This tool is meant to be used with Tools D and E to help standardize public health job functions in Indiana. Tool C Skill Set Checklists can be used when training new employees or evaluating job performance of current staff. A supervisor, preceptor, or other designee who has the authority to do the review of employee skills should sign and date the document. Employee signature and date is also needed. An employee may have several skill set checklist sheets over the course of employment. An employee may also have more than one set of skill set checklists depending on the job function(s) he/she fulfills within the local health department.